



## ASPNR – Guerbet Research Grant Award Policies and Procedures

**This Grant is generously provided by Guerbet LLC.**

### **Purpose:**

To fund innovative research that advances the understanding, diagnosis and/or treatment of central nervous system pathologies in children. Strong consideration will be given to applicants who describe short time lines for completion of the study with dissemination of results.

### **Applicability:**

- This grant provides up to \$25,000 for a 1-year project to support the pilot phase of a scientific project.
- The grant period runs from February 1, 2024 to January 31, 2025.
- The application consists of a two-step process: submission of a Letter of Intent followed by an invitation to submit a research grant application to those who have submitted the most promising projects.

### **Eligibility:**

- The grant is open to North American and International early and mid-career radiologists holding a formal faculty appointment and an academic rank of Clinical Instructor, Assistant Professor, or Associate Professor or the international academic rank-equivalent in the respective applicant's country. Adjunct faculty and other adjunct scholars are ineligible.
- An applicant must be an ASPNR member in good standing and remain so throughout the duration of the award.
- Mentors (Associate or Full Professors) are encouraged for Clinical Instructor or Assistant Professor applicants.
- Applicant(s) must not be agents of any for-profit or commercial company in the medical sciences.

- The grant cannot be supplemental to external or internal funding from a single grant, combined grants, or contracts from any source greater than \$25,000 secured within the past three years for the same or a substantially similar project.
- External or internal supplemental grant support <\$25,000 must be detailed within the budget. Supplemental funding from other grant sources may be approved if the investigator submits a satisfactory plan to address any budgetary overlap.
- Only one submission per applicant is permitted.

**Exclusions:**

- Former ASPNR research grant award recipients.
- Members of the ASPNR Board of Directors and ASPNR Research Committee.

**Timeline for Application:**

- A Letter of Intent (LOI) must be submitted in PDF format at no later than June 30, 2023 by 11:59 PM EST USA.
- LOIs will not be accepted after the deadline.
- Applicants who have submitted a promising LOI will be invited to submit a research grant application by July 14, 2023.
- Complete grant applications must be submitted no later than September 1, 2023 by 11:59 PM EST USA.
- Grant applications will not be accepted after the deadline date.
- Applications that are not complete or those that do not comply with the instructions, will not be reviewed.
- The grant award recipient will be preliminarily notified of their selection by email in November 2023. The ASPNR Guerbet Grant will be awarded at ASPNR's 6<sup>th</sup> Annual Scientific Meeting in January 2024 in San Diego.

**Eligible Expenses:**

Funds can be used for the following direct costs:

- Research imaging time at the institutional reduced research-rate, if available.
- Salary support of collaborators and/or consultants (up to \$5,000).
- Statistician.
- Laboratory tests.
- Supplies and equipment for the project.
- Computer hardware including desktop computers and software (up to \$7,500 combined).
- Publication fees (up to \$750).

- Travel to present the research project results at the 2024 6<sup>th</sup> Annual ASPNR Meeting (up to \$2,000).

**Funds cannot be used for:**

- Salary support for the principal investigator (PI) or co-principal investigator.
- Institutional indirect costs (facilities, administrative, and overhead).
- Advertising.
- Laptop computer.
- Travel costs by the PI, collaborators, or consultants to the host institution to conduct research.
- Research that has already been substantially performed.
- Any grant funds used for ineligible, unauthorized, or improper expenses shall be reimbursed back to the ASPNR.

**Additional Conditions:**

- A letter of support for the research project from the applicant's department Chairman/Chairwoman, which must include departmental commitment to cover indirect costs for the proposed project.
- Confirmation by the Chairman/Chairwoman that the applicant's institution and department may accept endowed awards.
- The grant recipient is encouraged to attend the ASPNR's 6<sup>th</sup> Annual Scientific Meeting in January 2024 to accept the research award in person. If the recipient cannot accept the award, the recipient may identify a delegate to accept the award at the ASPNR meeting.
- The grant recipient will be invited to present their preliminary or final research data at the 7<sup>th</sup> Annual Scientific ASPNR Meeting in January 2025. If the recipient cannot present their data at this meeting, the recipient may identify a delegate to present their data at the meeting.
- Progress reports:
  - A 6-month midterm report must be submitted to the ASPNR by August 1, 2024 and a final report must be submitted to the ASPNR within 90 days (3 months) of the end of the grant period or the end of the approved grant extension period if applicable. Reports are submitted by email with carbon copy (cc) to the department chair and scientific advisor(s) if applicable.
  - Midterm report:
    - Provide a short summary statement of the project status.
    - Restate the specific aims/goals of the research plan and indicate the progress made toward each aim/goal. Include all supporting data as an appendix.

- Indicate any deviations that have made from the original research plan and justify these changes.
  - Indicate expenditures that have been made to date and how they relate to the project. Budget expenditures must be accompanied by invoices and receipts of payment.
  - Indicate any problems or delays that have been encountered; for example, problems in obtaining protected time to do research, slow patient accrual, IRB delays, etc.
- Final report:
    - Prepare an expanded abstract consisting of 1500 – 2000 words divided into Purpose, Methods, Results, and Conclusions. Include appropriate tables, figures, and references.
    - Restate the specific aims/goals of your research plan and indicate the progress made toward each aim/goal. Include all supporting data as an appendix.
    - Indicate any deviations that have been made from the original research plan and justify these changes. If the grant recipient did not reach one or more of the initial goals, explain why.
    - Indicate the expenditures that have been made to date and how they relate to the project. Budget expenditures must be accompanied by invoices and receipts of payment.
    - Indicate any problems or delays that have been encountered; for example, problems in obtaining protected time to do research, slow patient accrual in the study, etc.
    - Indicate if the results from the study are being prepared for publication or will be prepared for publication within the next six months.
    - Indicate if the results from the study will be used as preliminary data in a grant application to another granting agency.
    - Indicate the clinical significance and future clinical impact of the results of the study.
    - Indicate the strengths and weaknesses of the ASPNR Guerbet Grant program
    - Indicate the influence or role that the ASPNR Guerbet Grant had on your career or will likely have in the future.
- The ASPNR must be immediately notified of any additional research funds received in support of this project greater than \$1000 during the grant period. Supplemental grant support for this project may only provide incremental support and cannot fund expenditures covered by this grant.

- The research manuscript must be submitted first to the *American Journal of Neuroradiology* (AJNR) for publication consideration (right of first refusal).
- All posters, exhibits, oral presentations, and publications must contain appropriate acknowledgement of support by the ASPNR and Guerbet LLC.
- Any unexpended funds at the end of the grant period must be returned to the ASPNR or upon the completion date of the approved grant extension (if applicable).
- Funds are not transferable to other institutions or individuals.
- Commercial sponsorship and endowment of the Grant by Guerbet LLC does not imply commercial endorsement of the grant recipient, research, or institution. Similarly, the Research Grant Award does not imply endorsement by Guerbet LLC of the grant recipient or the institution.
- Guerbet LLC does not participate in the grant review or in the selection of the grant recipient.
- ASPNR will publicize the award through its communication channels. Information in the application and subsequent reports including the recipient's name, institution, likeness, project title, and abstract can be utilized in the promotion of the ASPNR-Guerbet Research Grant Award.

**Payment Schedule:**

- Documentation of Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) approval or IRB-equivalent and/or IACUC-equivalent documentation of approval for applicants from outside the USA, must be received prior to fund disbursement.
- Grant funds will be distributed to the applicant's institution in two installments:
  - 80% of grant funds (up to \$20,000) will be paid on February 1, 2024.
  - 20% of grant funds (up to \$5,000) will be paid upon receipt and review of the midterm report, if progress is deemed satisfactory.
- Awarded funds will be paid to the institution for support of the grant recipient and the project.

**Cost Extension Policies:**

- A no-cost extension of the terms of the grant is discouraged. However, requests may be made to extend the final budget period up to 12 months beyond the original ending date. A request of an extension accompanied by a progress report must be made in writing to the ASPNR Research Grant Committee before the expiration date of the original grant period. The request must state the reason(s) for the extension, length of the extension requested, and an explanation of how the reason(s) for the delay has been rectified.

Requests must be co-signed by the Department Chair. Interim reports must be submitted every six months during the extension period.

**Modification or Termination of the Award:**

- The grant can be terminated after the recipient's midterm report or interim reports if the ASPNR determines that the use of research funds is not in accordance with the approved budget.
- The ASPNR reserves the right to modify the amount of any funds granted or terminate the grant under the terms of the Research Grant.

**Review Process:**

- The ASPNR Research Grant Committee will review the LOIs for scientific merit and appropriateness for funding.
- Applicants that have submitted a promising LOI will be invited to submit a research grant application.
- Grant applications will be reviewed for scientific merit and appropriateness for funding.
- Applications will be distributed to the members of the ASPNR Research Grant Committee and committee members will be assigned as reviewers based on their expertise in the area of the proposed investigation.
- NIH-style grading will be implemented in evaluating the grants.
- Funding decisions are based on the overall impact/priority score, which reflect an assessment of the likelihood for the project to exert a sustained, powerful influence on the field of pediatric neuroradiology based on the following review criteria:
  1. **Significance** to pediatric neuroradiology.
  2. **Innovation.** Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions?
  3. **Approach.** Is the overall strategy, methodology, and analysis well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented?
  4. **Investigator.** Is the primary investigator, collaborators, and other research associates well suited to the project? If an applicant is in the early stages of his or her independent career, does the applicant have appropriate experience and training and appropriate mentors/collaborators?
  5. **Environment.** Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and physical resources available to the investigators adequate for the project

proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

**6. Budget and Period of Support.** Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research.

- Final decisions made by the ASPNR Research Grant Committee are subject to approval by the ASPNR's Board of Directors.

The ASPNR reserves the right to not fund any of the submitted proposals if proposals do not meet scientific criteria of merit and appropriateness for funding.

Applicants will be notified of the outcome of their applications by email in November 2023.

## **Application Instructions and Guidelines**

### **Section I: Summary of the Proposed Research Plan**

This page should serve as a succinct and accurate description of the proposed plan. The abstract should include the long-term goals of the proposed work and the methods to be used. Data collection and analysis should be summarized along with the potential clinical significance and future clinical impact of this work.

#### **1. Title**

#### **2. Abstract (not to exceed 300 words).**

### **Section II Investigator(s)**

#### **1. Applicant Principal Investigator (PI) Data**

- Institution
- Department
- American Applicants: are you currently certified by the American Board of Radiology (ABR) or another Specialty Board?
  - If yes, specify the name of the certifying agency and specialty.
  - If no, please explain.
- International Applicants: are you certified by the radiology board or other specialty board of your country?
  - If yes, specify the name of the certifying agency and specialty.
  - If no, please explain.
- Key Training Dates (Degrees, completion, and area of residency and fellowship training).

- Current faculty position/rank.
- Full-time equivalent (FTE) status: please list your employment status.
- Grants received for this project. Please Include all sources of funding, including internal funding. Specify the amount and percent effort from each source.
- Contact Information (hospital affiliation and hospital address, institution's research administration office, and name and email address of the grant manager)

## 2. NIH Biosketch

- 3. Priority Statement:** Describe your area of professional/scientific interest(s) and long-term career goals and objectives. Briefly describe the relevance of the proposed research plan to the priorities of the host institution and departmental research program(s). This section should not exceed 1000 words.
- 4. Other Investigators (if any):** List other investigators/scientific advisors/consultants who will contribute significantly to the project. Include a description of the role they will play in the proposed research project.
- 5. Mentor for the PI (if any):** Please list the name, academic rank, and a description of the role they will play in the proposed research project.

## Section III - Research Plan

### A. Detailed Research Plan

Not to exceed 5 pages, including figures, tables, etc. Use 0.5" margins and size 11 Arial font. Additional pages may be included for the bibliography.

#### 1. Specific Aims

List the broad, long-term objectives and the goal of the specific research proposed.

#### 2. Significance

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill.

State concisely the importance and relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced. Describe the effect of these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field.

#### 3. Innovation

Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any



refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

#### **4. Approach**

##### ***Research Design and Methods***

Describe the research design conceptual or clinical framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe the applicant's specific roles in each phase of the project. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

##### ***Preliminary Studies***

Use this section to provide an account of the PI's preliminary studies pertinent to this application. This information will also help establish the experience and competence of the investigator to pursue the proposed project. Preliminary data are welcome but not required. If there are no preliminary data, provide supporting evidence in the existing literature.

##### ***Timeline of events***

As part of this section, provide a tentative sequence or timetable for the project. A 12-month timeline for completion of the study will be favored.

##### ***Bibliography***

#### **B. Resources and Environment (Not to exceed 1 page)**

Describe major equipment, laboratory, clinical, animal, office/computer, support services, education resources, and other facilities (simulation centers, survey cores, etc.) that will be available to support this project.

#### **Section IV – Budget (Not to exceed 1 page)**

##### **1. Detailed Budget**

Provide a complete budget for the proposed project, including, where applicable, information on equipment that will be purchased or rented, supplies and materials, other (including salary support and benefits if a laboratory or other assistant will be paid by this grant). All direct costs and equipment costs should be included with justification for each item. Explain how costs not covered by this grant will be paid (departmental funds, etc.). The ASPNR – Guerbet Research Grant does not pay institutional overhead costs or indirect costs.

##### **2. Other Sources of Support (pending and received)**

List all other sources of support received or awarded for receipt for this project, including internal funding. Include the applicant's name, the amount, and the date of receipt. Their contributions must be clearly indicated as in-kind, restricted, or unrestricted support. Indicate the compatibility of such additional sources of support with the eligibility criteria and terms. Awards from other sources may be approved by the ASPNR if the investigator submits a satisfactory plan to address any budgetary overlap.

### **3. Award Payment Information**

The award is disbursed to the institution to which the investigator belongs. The institution will serve as the fiscal agent. Please supply the payee information and mailing address as provided through the institution's research administration office. Identify who to make grant checks payable to. Include the contact name, mailing address, phone number, and email address.

### **Section V: Letters of Support**

A letter of recommendation/support is *required* from the Department Chair with signed confirmation by the Chair that the department will cover the indirect costs for the proposed project should the applicant's institution accept the award.

Letters from the scientific advisor, mentor, or key collaborators in support of the project are advised but not required.

### **Submit the Application Online**

When all sections of the application have been completed, the application should be uploaded as a single PDF file to the following URL: ***pending***.

### **Questions?**

Please contact Dr. Birgit Ertl-Wagner  
Chair of the ASPNR Guerbet Grant Committee  
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